Spring 2015 Transition Readiness Timeline

Action steps to prepare for the Spring 2015 M-STEP Assessments

Date	Assessment	Accountability	Instruction	TRIG /Technology
January 12-23	• Begin/continue to use the S15 Preview sample test experience. • Teachers become familiar with the sample Classroom activity and performance task. • Begin to finalize scheduling for M-STEP assessment. • Conduct Technology Readiness Training. • Pre-ID students in Grades 3-8 and 11 for the M-STEP and MI-Access.	* Check the Spotlight for an update to the definition of Full Academic Year (FAY).	• Review online sample test items and guidance from MDE and Smarter Balanced including the testing preview available online through the MDE website. • Discuss upcoming assessments with students including format and difference from past assessments. • Perform initial analysis on classroom instruction and relation to testing including depth of knowledge, academic vocabulary, performance tasks, and the use of related tools.	• Identify the devices that will be used for online assessment delivery. • Begin developing a district/ school Testing Site Manager (TSM) configuration plan.
January 26- February 6	• Continue to pre-ID students for M-STEP and MI-Access. • Order materials for paper/pencil testing. • Continue to use the S15 Preview sample test experience.	• MI-Access 1% Proficiency Cap Waiver Application will be available to districts. • A list of schools and districts with low assessment rates will be released. Schools on this list are in danger of being identified as Priority schools in 2014-15. • Read the Guide to MSDS reporting for Trouble-free Accountability for tips on how MDE uses MSDS data for accountability.	• Perform evaluation of students to determine needs related to depth of knowledge, academic vocabulary, and related test-taking skills (such as the use of tools to complete test items appropriately). • Align classroom assignments with depth of knowledge evident in standards including academic vocabulary. • Incorporate opportunities for students to demonstrate typing stamina into classroom activities.	• Technology Readiness Training. • Finalize the district /school Testing Site Manager (TSM) configuration plan.
February 9 - 20	• Statewide readiness test (load test). • Online Training Tools ready for ELA and Math (Grade level practice experience) • Plan lab/classroom activities to introduce students to online tools. • Passwords for secure access for District Coordinators to eDirect.	• Spring count is February 11. This count is used in determining FAY status for accountability calculations. • Details of the use of Student Growth Percentile (SGP) in accountability systems will be released. Use the SGP tools to see how SGP data is used.	• Preview test using online sample test preview tool with students. • Ensure integration of sample classroom activities and performance tasks into instructional practices aligned to depth of knowledge in standards. • Work with students on the use of tools evident in the test questions using the preview tool.	• Technology Readiness Training. • Read and review the Technology User Guide.

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February 23- March 6	• Install and explore INSIGHT on the testing devices, the OTT will be ready for students to practice the online testing experience including accommodations (text-to-speech, video sign-language, etc.).	• Tentative: Details of accountability system changes submitted in the ESEA Flexibility renewal.	• Continue instructional practices that incorporate test-taking skills based on classroom activities and performance tasks. • Continue the use of preview test to incorporate the use of tools into classroom instruction and activities allowing students opportunities to justify answers. • Continue to focus on appropriate depth of knowledge and academic vocabulary while integrating the use of appropriate tools and activities into instruction.	• Technology Readiness Training. • Download the online assessment software components. • Install the Testing Site Manager (TSM) based on the pre-determined configuration. • Install and configure the INSIGHT software on all testing devices. • Use OTT to verify the system is configured correctly at each testing location. • Conduct Load Simulation.
March 9 - 20	• M-STEP Test Set Up available: Test Coordinators are able to set up their test session. Pre-ID info loaded into eDirect. • Once INSIGHT is installed on the testing devices, the OTT will be ready for students to practice the online testing experience including accommodations (text-to-speech, video sign-language, etc.).	• Collect information for the Students Not Tested (SNT) window. Check guidance and instructions on SNT reporting.	• Continue to utilize instructional activities that address appropriate depth of knowledge, are aligned to grade-level standards, and incorporate the use of related tools in relevant performance tasks and classroom activities.	• Technology Readiness Training. • Download the online assessment software components. • Install the Testing Site Manager (TSM) based on the pre-determined configuration. • Install and configure the INSIGHT software on all testing devices. • Use OTT to verify the system is configured correctly at each testing location. • Conduct Load Simulation.